CITY OF SAINT PAUL BUDGET CYCLE

Establish Base Budget and Prepare Instructions

Distribute Mayor's Guidelines

Distribute Forms, Instructions, and Printouts

Departments Prepare Requested Budgets Within Base

Deadline for Department Computer System Data Entry

Deadline for Budget Forms Submission to Mayor

Budget Office Analysis of Department Requests

Meetings with Departments and Budget Staff

Meetings with the Mayor, and Departments

Finalize Mayor's Recommendations & Prepare Budget Books

Present Mayor's Proposed Budget to Council

Distribute Mayor's Proposed Budget Books

Council Reviews Mayor's Proposed Budget

Council Sets Maximum Tax Levies

Public Truth and Taxation Hearing

Adopt City Budgets, Certify Tax Levies & Ratify

Finalize Adopted Budget/Budget System and Transfer budget information to the Finance System

Prepare, Print, and Distribute Adopted Budget Books

